

**BY ORDER OF THE COMMANDER
440 AIRLIFT WING**

**440TH AIRLIFT WING INSTRUCTION
21-104**



15 AUGUST 2012

Maintenance

**AIRCRAFT DEBRIEFING AND FLYING
HOUR ACCOUNTING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil/.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 440 MOF/MXO and OG/OGV

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Pages: 7

This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and Air Force Instruction (AFI) 21-101, Air Force Reserve Command (AFRC) Sup 1, *Aircraft and Equipment Maintenance Management*, AFI 21-103, AFRC Sup 1, *Equipment Inventory, Status and Utilization Reporting*, AFI 11-2c-130V3, *C-130 Operations Procedures*, AFI 11-401, *Aviation Management* and Technical Order (TO) 00-20-1-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*. It provides guidance and procedures for aircraft debriefing. It applies to all Operations/Maintenance and attached personnel under operational direction of the 440th Airlift Wing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of In Accordance With (IAW) the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, directly to 440 MXG/CC, 3541 Surveyor Street, Room 101, Pope Airfield, NC 28308-2409.

1. General: This instruction establishes debriefing policy and procedures as well as aircraft flying hour accounting procedures. These programs are essential to ensure malfunctions and aircraft flight hours are properly reported and documented. Clear and concise maintenance debriefing is essential to effectively reporting aircraft status, troubleshooting, repair of aircraft discrepancies and flying hour reporting.

2. Responsibilities:

2.1. The Maintenance Operations Center (MOC) will:

2.1.1. Upon notification from command post, notify the Production Superintendent (Pro Super) /Expediter of estimated landing time, alpha status, and system affected.

2.2. Pro Super/Expediter will:

2.2.1. Dispatch specialists to the appropriate debrief location.

2.2.2. Ensure specific systems debrief checklist is completed for each system discrepancy as required.

2.2.3. Complete Air Mobility Command (AMC) Form 278 (see Example Attachment 1) when "Truck Debriefing".

2.2.4. Notify Operations Supervisor (Ops Sup)/Supervisor of Flying (SOF) when aircraft lands A-2 and is scheduled to fly again in the same flying period to validate mission capability for follow on missions.

2.2.5. Notify MOC of alpha or aircraft status change.

2.2.6. As a minimum attend debrief for final sortie of the day.

2.3. The Debrief Section (DS) will:

2.3.1. Ensure debriefing is conducted at the termination of each sortie/mission regardless of landing status to include when a sortie/mission is aborted and after the last flight of the day for each aircraft. For off station missions and truck debrief refer to paragraph 3 of this instruction.

2.3.2. Verify with aircrew member that mission data is entered and legible to include mission number, mission symbol, International Civilian Aviation Organization (ICAO)/Geographical Location (GEOLOC) code, total landings, total full stops, flying times, fuel, Liquid Oxygen (LOX), parking location. (Information found on AMC Form 278 for truck debrief.) Make copy of Air Force Technical Order (AFTO) Form 781 and return original to aircrew member.

2.3.3. Review previous debriefs and aircraft forms to ensure any "repeat or recurring" discrepancies are annotated and all additional AFTO 781 Series Forms required information is complete and accurate.

2.3.4. Ensure Mission Essential Systems List (MESL) discrepancies are identified and coordinated with the Pro Super/Expediter to determine aircraft status based on debrief information.

2.3.5. Assist Quality Assurance (QA) in debriefing Functional Check Flights.

2.3.6. Prepare and maintain 440 MXG Form 0-33 Abort/In Flight Emergency (IFE)/Incident report documentation and forward the paperwork via email, or manually, when electronic means are unavailable to QA for incident investigation. Required for all Ground Aborts, Air Aborts, IFE's, Repeat/Recurring and Bird strikes resulting in Abort.

2.3.7. Input aircraft flying time information from AFTO 781 into the Maintenance Information System (MIS). Use information collected in **Para 2.3.2.**

2.3.8. Verify the time entered in the MIS corresponds with the airframe time (sortie flown time) annotated on the AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document* and is corrected as necessary. At the completion of the flying period or last flight of the day close out and initiate a new AFTO Form 781H.

2.3.9. Record flying times in the appropriate blocks of the AFTO Form 781J, *Aerospace Vehicle Engine Flight Document*. At the completion of the flying period or last flight of the day a new AFTO Form 781J, *Aerospace Vehicle Engine Flight Document*, may be initiated.

2.3.10. Enter debrief discrepancies into GO81. The expeditor will inform DS of what Symbol and Work Unit Code (WUC) to assign each job. The Pro Super will make the final determination of aircraft status.

2.3.11. Enter aircraft discrepancies into GO81 that were discovered for aircraft off station that were not issued Job Control Number's (JCN) by MOC.

2.3.12. At a minimum the last five copies of the debriefs will be kept.

2.3.13. Leave transcribed AFTO Form 781H in the 781 forms inbox for Plans, Scheduling & Documentation (PS&D) personnel to pick up daily.

2.4. Operations Supervision will: Ensure an aircrew member takes part in each debriefing session.

2.5. The Aircraft Commander (AC) will:

2.5.1. Ensure Pope Command Post (CP) is contacted 20 minutes prior to landing to relay alpha status, fuel, LOX, and a short description of any discrepancies.

2.5.2. Ensure applicable crewmember attends debriefing at the Debrief Section, after the last flight of the "flying period".

2.5.2.1. When the aircraft is flying again the same flying period, regardless of landing Alpha status, the crews will "Truck Debrief".

2.5.3. Ensure upon return from cross country missions *all* AFTO Forms 781, *ARMS Aircrew/Mission Flight Data Document*, and all aircraft mission related documents are brought in for debriefing.

2.5.3.1. During non-duty hours leave forms on aircraft and fax 781 to Debrief at 394-6944 or scan to 440 MOC org box, 440.MOC.Org@us.af.mil.

3. Procedures:

3.1. Cross-Country/Off Station Missions: The Mission Essential Personnel (MEP) will ensure that all discrepancies identified while aircraft is off station are called in or faxed to the MOC and thoroughly annotated on the AMC Form 278. Discrepancies will be entered by MOC into GO-81 and a JCN issued/entered into the aircraft forms by the MEP. When corrective actions have been accomplished for discrepancies, the MEP will call MOC with all the appropriate information for JCN sign off or closure. For discrepancies completed between flights, the crew chief will write "Corrected" after the discrepancy on the AMC Form 278, *Debriefing Form*. The MEP will attend final cross-country debriefing.

3.1.1. At deployed locations aircraft will be debriefed following deployed location requirements. If deployed location debrief procedures are not available, debrief will follow established local procedures. For aircraft deployed the AMC Form 278, *Debriefing Form*, may be used to record discrepancies for multiple legs of a sortie on the same day. In the event multiple discrepancies are annotated on the same AMC Form 278, *Debriefing Form*, each job control number needs to have sortie of the day/leg and base identifier recorded in the remarks section. For discrepancies completed between flights, the crew chief will write "Corrected" after the discrepancy on the AMC Form 278, *Debriefing Form*.

3.2. Truck Debrief: The AC or Flight Engineer (FE) will give the 781 Forms Binder to the Production Supervision before they do their post flight walk around. The Production Supervision will fill out the AMC Form 278. After crew post flight duties are complete, applicable crew members will meet with the Production Supervision to help complete the 278 and answer any questions. When "Truck Debriefing", give careful consideration when you make a write up Mission Essential (ME) or Mission Critical (MC). A MC discrepancy on a previous flight may be ME for subsequent flights on the same day. Once the AMC Form 278 is complete, take the AMC Form 278 & AFTO Form 781 flying hours form (not the binder) to the Debrief office. Do not take the 781 forms binder away from the aircraft, unless it is the last flight of the day. Once the debriefer reviews the forms, make copies of both. The crew will take the original 781 & copy of the AMC Form 278 back to Squadron Ops & give both to the Operations Supervisor.

3.3. Flying Time Verification: A DS representative will go to the Squadron Aviation Resource Management (SARM) office (daily) to initial block 39 on the audited AFTO Form 781. Any incorrect 781's will be accompanied by SARM personnel to DS to input the corrections in GO81. DS will initial block 39 once the corrections are made.

4. Aircraft Flying Hour Accounting procedures.

4.1. Operation Support (OS) Monitors and DS will:

4.1.1. Following the completion of a flying period or completion of an off station mission, all sorties will be reconciled by the next duty day IAW AFI 21-103 AFRC SUP 1.

4.2. PS&D will:

4.2.1. Request Maintenance Data System Analysis (MDSA) to provide daily and monthly Aircraft Utilization Reports (AUR) to the Aerospace Vehicle Utilization Monitor (AVUM), OS monitors, PS&D and the DS office.

4.2.2. Validate flying hours daily with MDSA provided reports and the MIS.

4.3. AVUM and PS&D will compare flying hours IAW AFI 21-103 AFRC SUP 1.

NORMAN R. HAM Jr., Brig Gen, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 11-2c-130V3, *C-130 Operations Procedures*, 22 September 2011

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 21-101 AFRC Sup 1, *Aircraft and Equipment Maintenance Management*, 13 January 2011

AFI 21-103 AFRC Sup 1, *Equipment Inventory, Status and Utilization Reporting*, 20 January 2011

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, 1 September 2010

AFTO 781, *ARMS Aircrew/Mission Flight Data Document*

Adopted Forms

AF Form 847, *Recommendation for Change of Publications*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*

AMC Form 278, *Debriefing and Recovery Plan*

Abbreviations and Acronyms

AC—Aircraft Commander

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

AW—Airlift Wing

AFMAN—Air Force Manual

AFTO—Air Force Technical Order

AUR—Aircraft Utilization Reports

AVUM—Aerospace Vehicle Utilization Monitor

CP—Command Post

DS—Debrief Section

FE—Flight Engineer

GEOLOC—Geographical Location

IAW—In Accordance With
ICAO—International Civilian Aviation Organization
IFE—In Flight Emergency
JCN—Job Control Number
LOX—Liquid Oxygen
MC—Mission Critical
MDSA—Maintenance Data System Analysis
ME—Mission Essential
MEP—Mission Essential Personnel
MESL—Mission Essential Systems List
MIS—Maintenance Information System
MXG/CC—Maintenance Group Commander
MOC—Maintenance Operations Center
OPR—Office of Primary Responsibility
Ops Sup—Operations Supervisor
OS—Operations Support
Pro Super—Production Superintendent
PS&D—Plans, Scheduling & Documentation
QA—Quality Assurance
RDS—Records Disposition Schedule
SARM—Squadron Aviation Resource Management
SOF—Supervisor of Flying
TO—Technical Order
WUC—Work Unit Code

